

STUDENT ORGANIZATION CHECK REQUISITION

Student Organization Name: _____ Date: _____

Check to be made **payable to:**

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Check one: ☐ Mail Check ☐ Mail Check w/ Invoice ☐ Pickup Check

Type of Expense:

☐ Payment with Invoice

☐ Reimbursement with Original Receipts

☐ Other

**Total Amount
Requested:**

Check Distribution

Account Description	Account	Fund	Organization	Budget Year	Amount
Subscription/Dues	608005		773050		
Supplies & Services	660830		773050		
UAS Catering	660855		773050		
Travel	606800		773050		

If Applicable:

Event Title: _____ Event Date: _____ BEO #: _____

Purpose of Request:

Student Organization Authorization:

President:

Print

Advisor:

Print

Signature

Date

Signature

Date

Treasurer:

Print

Signature

Date

Authorized by University-Student Union

Date

University Accounting use only

Vendor ID#: _____

Y

N

Funds Available: _____

W-9: ☐ ☐

Voucher #: _____

Student: ☐ ☐

P.O. #: _____

Check Received By:

Signature

Date

U-SU STUDENT ORGANIZATION ACCOUNT CHECK REQUISITION PROCEDURES

1. Checks are cut every **Tuesday** and **Thursday**.
2. It will take University accounting about **10 business days** to process and issue a check.
3. New Vendors (first time payee) ALWAYS require a completed W-9 Form.
4. Please take this processing timeline into account when submitting your organization's check requisitions.

U-SU STUDENT ORGANIZATION ACCOUNT CHECK REQUISITION INSTRUCTIONS

1. Fill in your **Organization Name** and **Date**
2. Fill in the **Payable to** section with the full name, address, and telephone number of the person/organization you are paying.
3. Select whether you want to **Mail the Check** or **Pickup the Check** when it's been cut.
4. Select the **Type of Expense** from the following options:
 - a. Payment with Invoice
 - b. Reimbursement with Original Receipts
 - c. Other
5. Fill in the **Fund** section with your (**U-SU Student Organization account number**, ex. **BC0xx** or **BE0xx**)
6. The **Budget Year** should be the same year as Fall semester of each school year
7. Fill in the **Amount** and make sure the box corresponds to the correct expense account
8. Calculate and fill in the **Total Amount Requested**.
9. Fill out the **Purpose of Request**.
10. Attach appropriate supporting documentation which can include:
 - a. Copy of CSI signed Event Registration Form for event
 - b. Original sales receipt
 - i. Original receipts must be taped onto 8.5" x 11" blank paper
 - c. A flier, if it is for an event
 - d. Copy of a sign-in sheet or list of attendees for the event (if there's food)
 - e. A Completed W-9 Form if it is a new vendor you will be paying for the first time
 - f. The original invoice.
 - i. If it is a copy, state, "This Invoice Copy Serves as an Original Invoice", justify why you don't have the original, initial and date.
 - g. For **missing documentation**, you will need to provide a memo signed by your student organization advisor stating why the supporting document was not available.
11. Both the organization **president and treasurer** must sign and date the Check Requisition (**Signatures must match the signature form on file in U-SU 306**)
 - a. Your advisor's signature is required if the reimbursement is for the president or the treasurer.
 - b. The individual to whom the check is being made out to may not sign the same check requisition